

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 07-03	Effective Date: 12/01/04	Revision Date: 05/02/05
Subject: Medications and Pharmaceuticals		

I. Policy Statement

Division facilities and programs shall provide sufficient pharmaceutical services to meet the needs of juveniles placed in the Division's care.

II. Rationale

To ensure that Division programs and personnel follow proper medical practices in the administration, distribution, and dispensation of medications to residents.

III. Definitions

- A. "Dispense" is the term used to describe the function pharmacy performs when handling prescriptions and medications.
- B. "Distribute" is the term used to describe the function the medical personnel or nurse does when setting out or handing prescriptions medications.
- C. "Administer" is the term used to describe the function that staff or personnel does when they give residents their medications.
- D. "Formulary" is a written and preferred list of medications used in the treatment of juveniles in the facility.
- E. "Over-the-counter" medications are those medicinal, herbal, or topical remedies that can be purchased without a prescription and do not have doctor's orders for usage.
- F. "Prescription" medications are specifically prescribed by a medical provider and have a typed patient name, medication name, directions for use, date prescribed, and party prescribing the medication.

IV. Procedures

A. Pharmacy Management and Storage

- 1. All medications and medical instruments, kits, and supplies shall be stored in a locked and secure location that is inaccessible to non-authorized personnel.
- 2. Medical personnel shall maintain and oversee the inventory on all medications and supplies.

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3. All medications, including over-the-counter medications brought in from the outside, shall be taken to the medical unit to be screened by medical personnel, before being placed in the medication cabinet.
4. Assigned staff shall notify the responsible party, in a timely manner, prior to medication running out, to determine whether the medication needs to be refilled and to make arrangement to have the prescription refilled, when appropriate.

B. Administering Medication

1. Prescription medications shall be distributed, dispensed and administered under the direction of medical personnel.
2. Staff shall administer prescribed medications according to instructions provided by the medical staff, adhering to indicated times and dosages.
3. Staff shall administer over-the-counter medications according to the product instructions (unless otherwise instructed by medical personnel).
4. Staff shall ensure the medicine has been properly ingested.
5. Any drugs requiring intramuscular administration shall be distributed by the responsible physician or qualified medical staff.
6. Under no circumstances, shall a stimulant, tranquilizer or psychotropic drug be administered for purposes of program management and control, or for purposes of experimentation and research.

C. Documentation

1. A formulary, which is maintained by medical personnel, shall be located with facility medical records.
2. Staff shall record all administration and medical transactions in the youth's file and document the date, time, dosage, and staff who dispensed medication.
3. Staff shall record any incidents where juveniles refused medical services or refused to take their prescribed medications, and notify medical personnel of the refusal.

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4. Staff shall have documentation of “blanket” permission from either the parent or guardian, if the juvenile is not in the care, custody and control of the Division, to dispense over-the-counter medications.
5. Medical personnel shall maintain detailed and current records of all medicinal orders or referral for juveniles.

V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Jody Valantine, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date